



Employee Self Service Job Aid:

Basic Navigation



Logging in to Employee Self Service

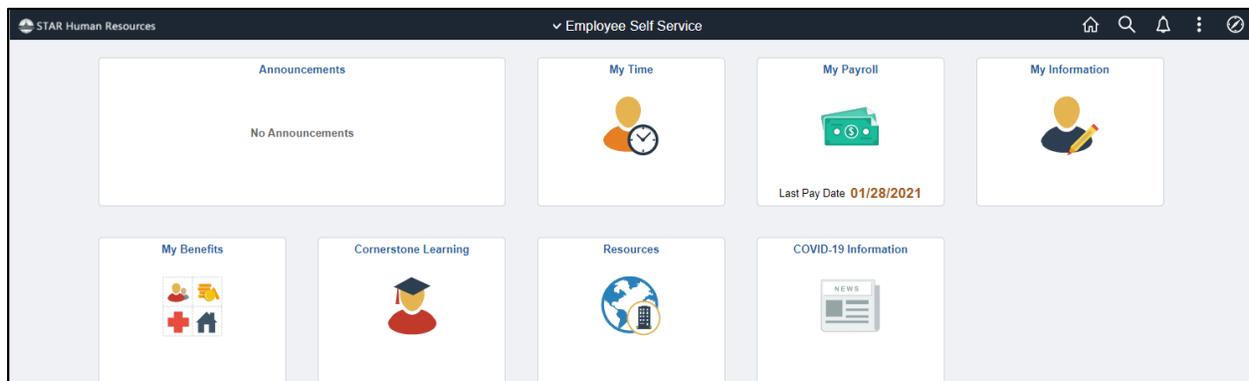
To log in to Self Service, navigate to the main Employee Self Service landing page using the link or path below.

<http://ess.wi.gov/>

Enter your **IAM User ID** and **Password**.

Click **Sign In**.

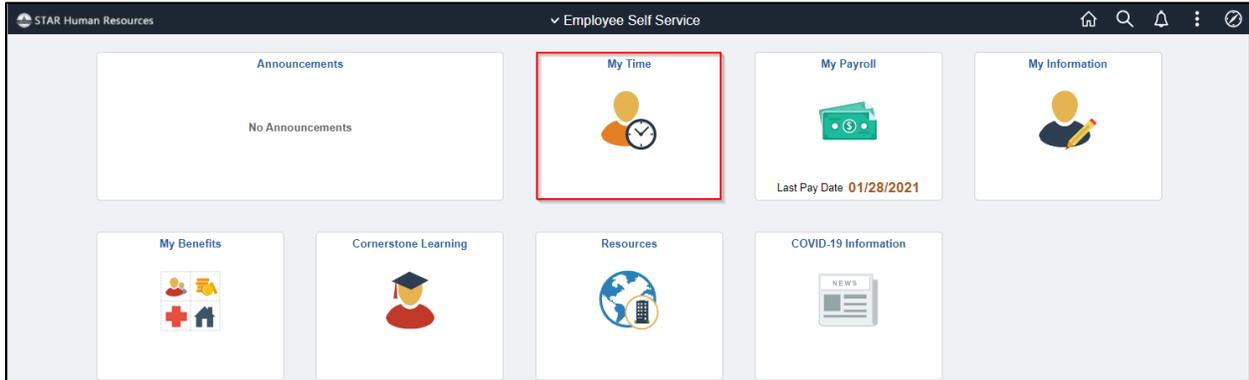
When you log in successfully using your **IAM Username** and **Password**, the **Employee Self Service Homepage** is displayed.





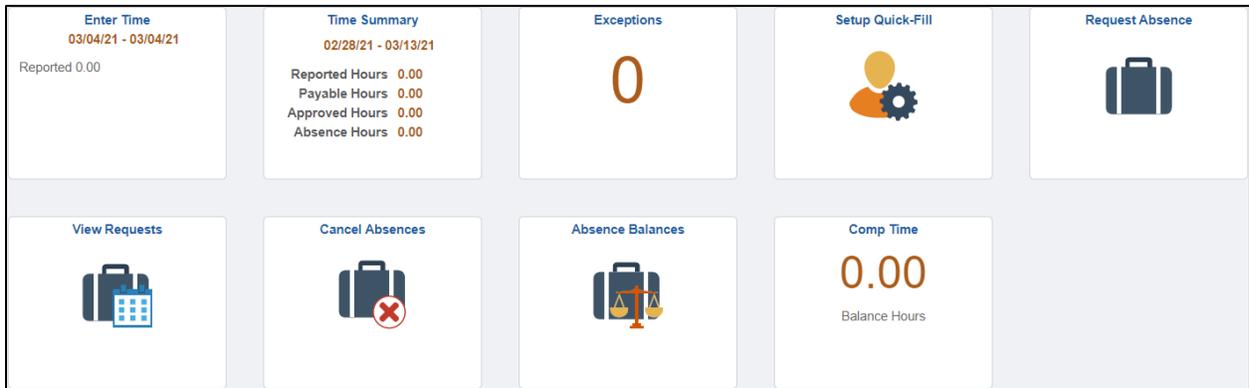
Employee Self Service Homepage and Navigation Collections

Use the **Tiles** on the **Homepage** to navigate to the desired pages in Employee Self Service.

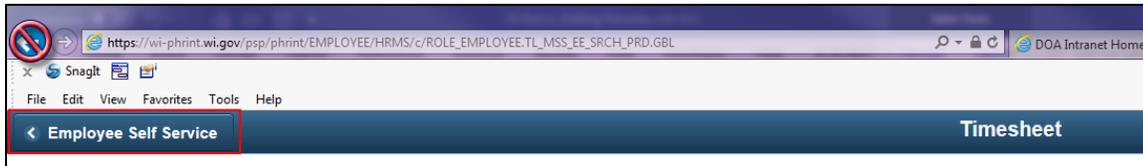


**For a list of what is included in each tile, please see the next section of this job aid.

After you have opened a **Tile**, you can access each part of the **Navigation Collection/Tiles** on the same page.



Do not use the browser Back button. Using the browser **Back** button will cause you to lose your page and could log you out of Employee Self Service. The button in the upper left corner will allow you to navigate to the last page you were on.

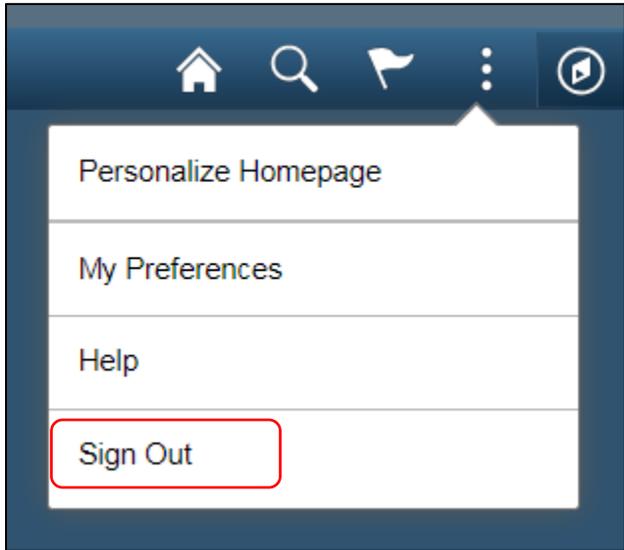


To return to the **Homepage** at any point, use the **Home** link in the top-right corner of the page.

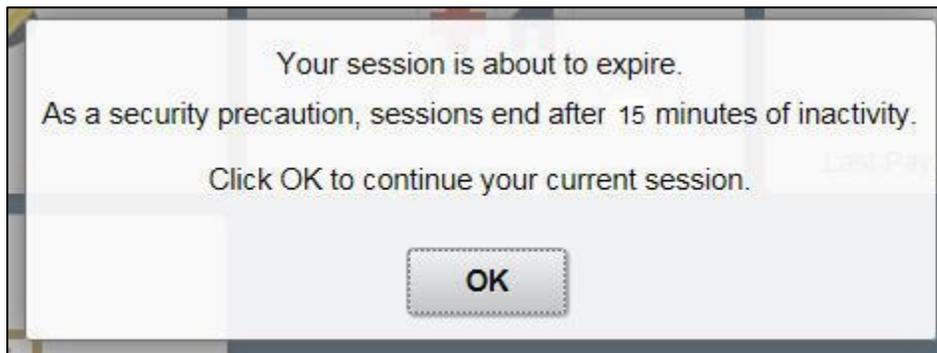




When you have finished working in Employee Self Service and want to log out, click the  link in the top-right corner of the page and select **Sign Out**.



If you are logged into Employee Self Service and have been inactive for 15 minutes, you will receive the following warning:



If you do not want to be logged out of the current session click **OK**. Otherwise the system will automatically log you out.



Self Service Tiles and Navigation Collections

Tile	Navigation Collection/Tiles
<p style="text-align: center;">My Time</p> 	<div style="display: grid; grid-template-columns: repeat(3, 1fr); gap: 5px;"> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Enter Time 03/04/21 - 03/04/21</p> <p>Reported 0.00</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Time Summary 02/28/21 - 03/13/21</p> <p>Reported Hours 0.00 Payable Hours 0.00 Approved Hours 0.00 Absence Hours 0.00</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Exceptions</p> <p style="font-size: 2em; color: #8B4513;">0</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Setup Quick-Fill</p>  </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Request Absence</p>  </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>View Requests</p>  </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Cancel Absences</p>  </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Absence Balances</p>  </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Comp Time</p> <p style="font-size: 2em; color: #8B4513;">0.00</p> <p>Balance Hours</p> </div> </div>
<p style="text-align: center;">My Information</p> 	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; align-items: center;">  <div> <p>YOUR NAME ✔</p> <p>YOUR JOB CLASSIFICATION TITLE</p> </div> </div> <ul style="list-style-type: none"> <li style="background-color: #e0f2f1; padding: 5px; margin-bottom: 5px;"> Addresses <li style="padding: 5px; margin-bottom: 5px;"> Contact Details <li style="padding: 5px; margin-bottom: 5px;"> Marital Status <li style="padding: 5px; margin-bottom: 5px;"> Emergency Contacts <li style="padding: 5px; margin-bottom: 5px;"> Employee Information <li style="padding: 5px; margin-bottom: 5px;"> Demographic Information <li style="padding: 5px; margin-bottom: 5px;"> Emergency Notificaton System (RAVE) </div>



<p>My Benefits</p>	<p>Benefits Summary</p> <ul style="list-style-type: none"> Dependent Information Health Care Summary Health Care Dependent Summary Life/Disability Summary My Benefit Documents View Form 1095-C Form 1095-C Consent Benefits Enrollment 					
<p>My Payroll</p>	<table border="1"> <tr> <td data-bbox="682 1060 1047 1176"> <p>Paychecks</p> <p>Pay Date: 01/28/2021 Net Pay Taxes Deductions Total Gross</p> </td> <td data-bbox="1063 1060 1404 1176"> <p>W-2/W-2c Consent</p> <p>Consent received</p> </td> </tr> <tr> <td data-bbox="682 1207 868 1344"> <p>W-2/W-2c Forms</p> <p>2020 W-2 Form available</p> </td> <td data-bbox="885 1207 1047 1344"> <p>Direct Deposit</p> <p>2 Accounts</p> <p>Updated 02/25/2021</p> </td> <td data-bbox="1063 1207 1404 1344"> <p>Tax Withholding</p> <p>Updated 02/24/2021</p> </td> </tr> </table>	<p>Paychecks</p> <p>Pay Date: 01/28/2021 Net Pay Taxes Deductions Total Gross</p>	<p>W-2/W-2c Consent</p> <p>Consent received</p>	<p>W-2/W-2c Forms</p> <p>2020 W-2 Form available</p>	<p>Direct Deposit</p> <p>2 Accounts</p> <p>Updated 02/25/2021</p>	<p>Tax Withholding</p> <p>Updated 02/24/2021</p>
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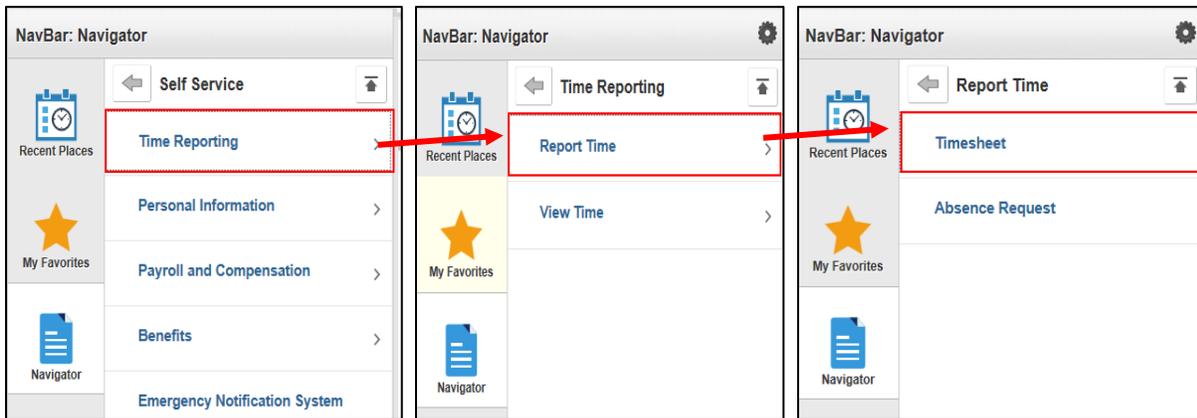
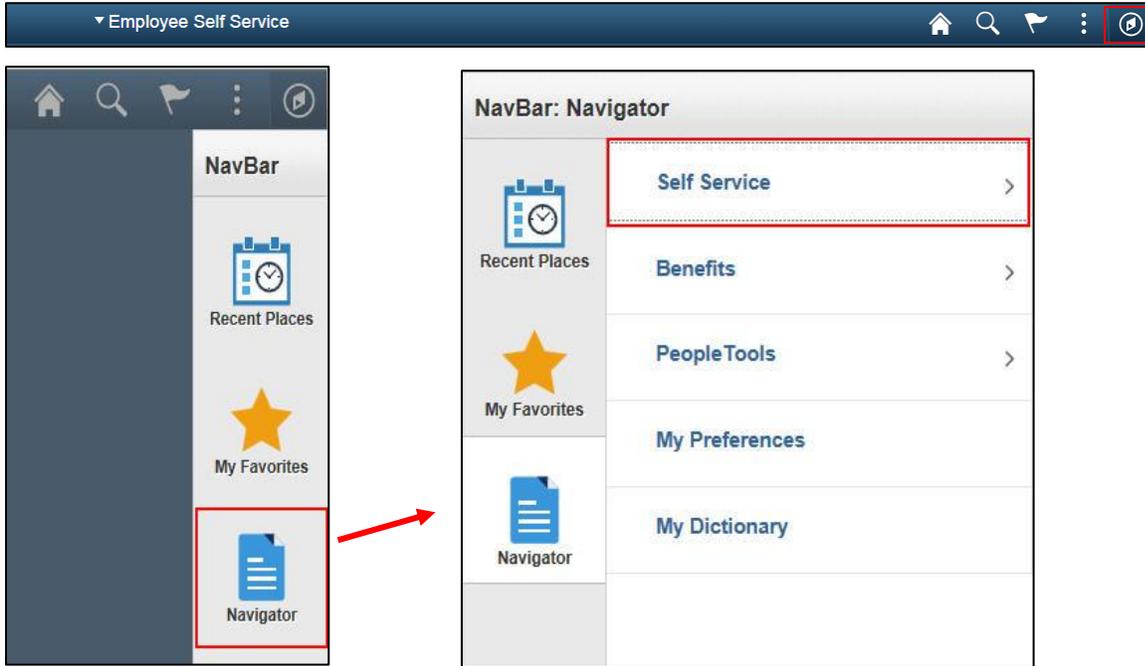


<p>Resources</p> 	<table border="1"><tr><td data-bbox="685 212 880 363"><p>Self Service Payroll Info</p></td><td data-bbox="912 212 1107 363"><p>Benefit Forms & Brochures</p></td><td data-bbox="1140 212 1334 363"><p>DOA - Div of Personnel Mgmt</p></td></tr><tr><td data-bbox="685 394 880 546"><p>State Holidays</p></td><td data-bbox="912 394 1107 546"><p>Payroll & Benefit Calendars</p></td><td data-bbox="1140 394 1334 546"><p>Wellness</p></td></tr><tr><td data-bbox="685 577 880 728"><p>Employee Assistance Program</p></td><td data-bbox="912 577 1107 728"><p>State Employee Directory</p></td><td data-bbox="1140 577 1334 728"><p>ELM</p></td></tr><tr><td data-bbox="685 760 880 911"><p>Travel & Expense</p></td><td data-bbox="912 760 1107 911"><p>Wisc.Jobs</p></td><td data-bbox="1140 760 1334 911"></td></tr></table>	<p>Self Service Payroll Info</p> 	<p>Benefit Forms & Brochures</p> 	<p>DOA - Div of Personnel Mgmt</p> 	<p>State Holidays</p> 	<p>Payroll & Benefit Calendars</p> 	<p>Wellness</p> 	<p>Employee Assistance Program</p> 	<p>State Employee Directory</p> 	<p>ELM</p> 	<p>Travel & Expense</p> 	<p>Wisc.Jobs</p> 	
<p>Self Service Payroll Info</p> 	<p>Benefit Forms & Brochures</p> 	<p>DOA - Div of Personnel Mgmt</p> 											
<p>State Holidays</p> 	<p>Payroll & Benefit Calendars</p> 	<p>Wellness</p> 											
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<p>Travel & Expense</p> 	<p>Wisc.Jobs</p> 												
<p>Cornerstone Learning</p> 	<ul style="list-style-type: none">• This tile will redirect you to the Cornerstone Learning website with various training materials.												



Adding Favorites

To add a Favorite, use the **NavBar > Navigator** located at the top right hand side of the screen to navigate to a page you use frequently. For example, we will navigate to the **Timesheet** page.



While on the desired page, you can click the  link in the upper-right corner and select **Add to Favorites**.





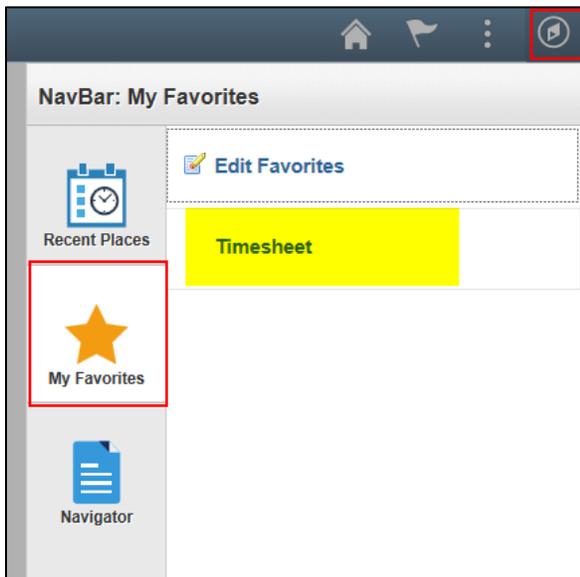
When you click the **Add to Favorites** link, a pop-up window will appear with the page name defaulted into the **Description** field. You can change the Description if you want to rename the page for your **Favorites** list. When you are satisfied with the Description name, click **OK**.



You will receive a pop-up message confirming that the favorite has been saved. Click **OK**.



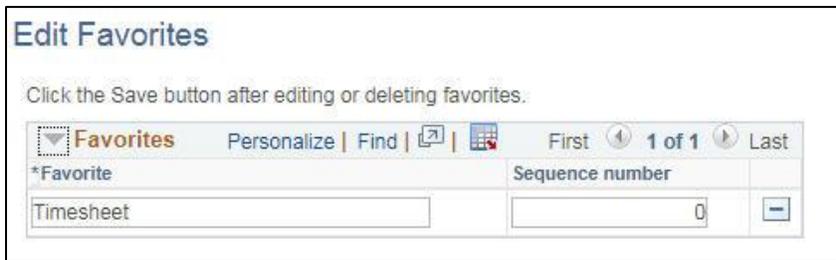
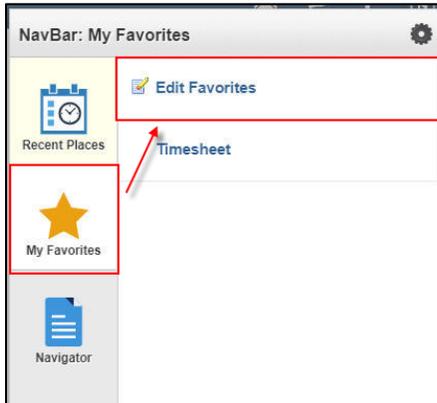
To verify it has been added or to use your new **Favorite** link, click the **My Favorites** menu in the **NavBar** in the upper-right corner of the screen.



You can now click the **Timesheet** link to quickly navigate to the **Timesheet** page rather than navigating using the Main Menu.

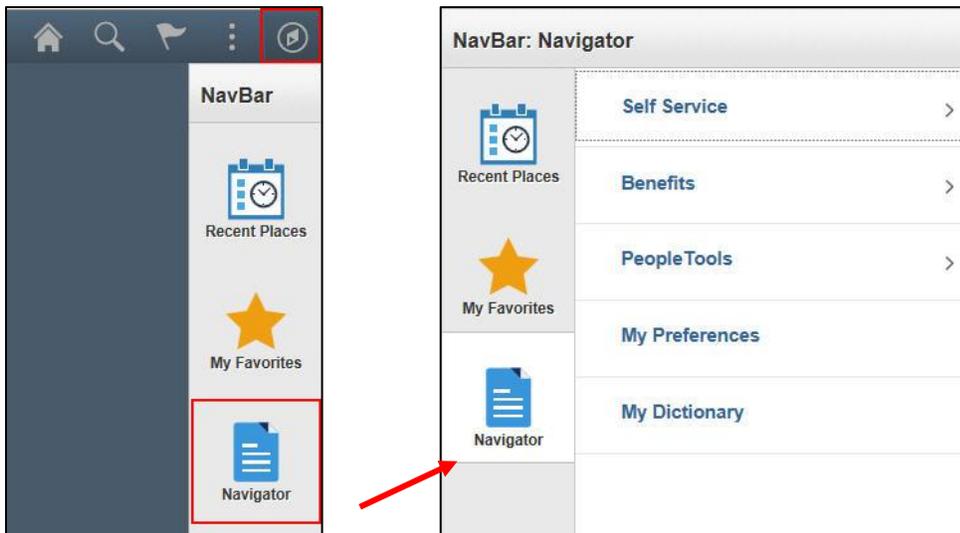


To edit the name, reorder, or delete favorites, click the **My Favorites** menu in the **NavBar** in the upper-right corner of the screen and select **Edit Favorites**.



Navigating using the NavBAR

You may also navigate to pages by using the **NavBar > Navigator** located at the top right hand side of the screen. The menu options are the same as those previously available in the **Main Menu**.



****NOTE:** When using the navigator, there will no longer be the direct navigation path available at the top of the screen.